

# PROJECT REVIEW PROCESS

## PREPARING AN APPLICATION

Obtain copies of applicable Zoning Ordinance regulations and talk to Planning Staff

## SUBMITTING AN APPLICATION

Submit application

0 to 30 days

If application is incomplete, prepare additional materials

Application complete

## PROJECT REVIEW

**PROJECT REVIEW**  
Project Planner analyzes project, distributes to other City departments for comments, sends out public notices if required.

2 to 3 Weeks

DRC Hearing

May refer to DRC for comments

Zoning Administrator Hearing

## DECISION

Project Decision

Continued for Revisions, Prepare Revised Drawings and Resubmit

Project Approved

2 to 3 Weeks

## APPEAL PERIOD

Receive Findings Report

10 days

Appeal Period Ends—Applicant may apply for Building Permits